## CONVERTING TO PDF USING ACROBAT 6

STEP 1   Create the document in a word processor such as MS Word or Word Perfect.

STEP 2   Save the document as a word processing file (.wpd or .doc file type).

STEP 3   With the saved document open in the word processor, click **File** ☞ **Print**

STEP 4   The **Print** window displays. Using the pull down menu select **Adobe PDF** or **Adobe PDF, Adobe PDF Converter;** click [OK].
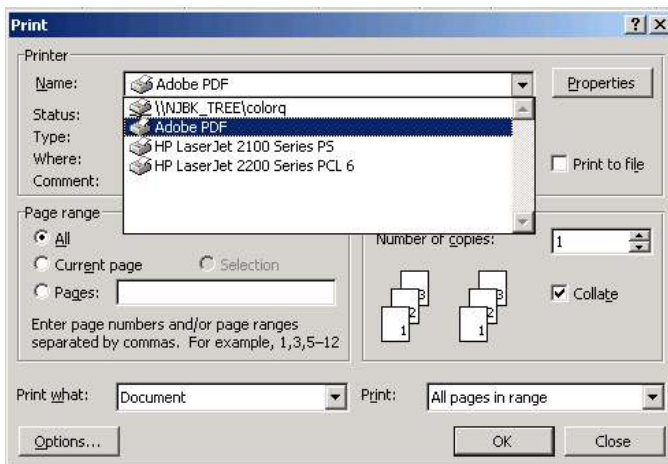
STEP 5   The **Save PDF File As** window displays. Using the **Save in** pull down menu navigate to the folder in which you will save your document. Give the file a name by entering it in the **File Name** field, click [SAVE].
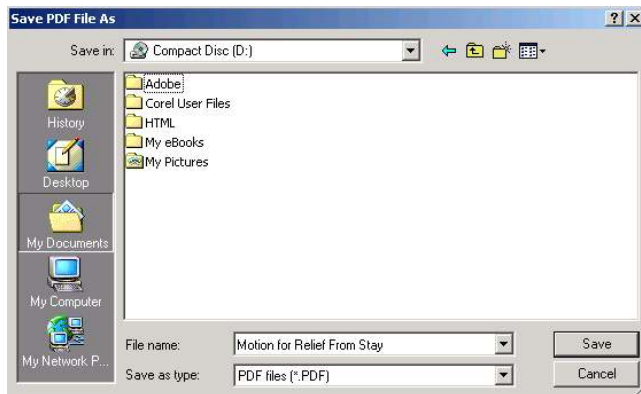
NOTE: Using File ☞ Print creates the smallest PDF file. **DO NOT** use Publish to PDF in Word Perfect, Create Adobe PDF in MS Word or the Convert to Adobe PDF icons on a tool bar. It is also not advisable to convert to PDF while in Acrobat. The court has experienced problems with PDF files that were created using these methods. **Failure to use File ☞ Print may corrupt the file and render it unusable in CM/ECF.**

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